

TDY RENTAL CAR PROCEDURE

- ✓ **Keep this paper with you at all times while you are TDY.**
- ✓ **When reserving and paying for your vehicle, use your official Bank of America VISA government travel card.**
- ✓ **When renting your car, decline any insurance or collision damage waiver (LDW/CDW) offered by the rental agency. Ensure the rental agency understands that you are renting the car for official government business.**

IF YOU ARE INVOLVED IN AN ACCIDENT:

- ✓ **Notify local law enforcement and the rental agency immediately. (Under some state laws, failure to report accidents may result in you being charged with the repair costs.)**
- ✓ **Within 20 days of the accident, call the VISA rental insurance program at 1-800-VISA 911 (1-800-847-2911), report the accident, and request accident claim forms. Outside the US, call VISA collect at 1-410-902-8011. These forms must be filed to VISA within 90 days.**

FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN PAYMENT FROM UNIT TDY FUNDS AND MAY RESULT IN ADVERSE ACTION BY YOUR CHAIN OF COMMAND.

Questions? Call your Claims Office at (703) 805-4377.